

August 29, 2013

REQUEST FOR PROPOSALS  
For GENERAL CONTRACTOR FOR CONSTRUCTION  
For LOCUST GROVE CITY HALL RENOVATIONS

PURPOSE

This Request for Proposal (RFP) is to procure the services of a qualified Licensed General Contractor to perform Renovations to Locust Grove City Hall.

SCOPE OF WORK

Renovations generally consist of separating one room into two offices, adding a passenger elevator, and adding a restroom to the existing Locust Grove City Hall.

PROPOSAL SUBMISSION

Submit four (4) copies of your sealed proposal, including the Bid Form to the following:

Mail	-OR-	Delivery
City of Locust Grove ATTN: Tim Young, City Manager PO Box 900 Locust Grove, Georgia 30248		City of Locust Grove Tim Young, City Manager 3644 Georgia 42 Locust Grove, Georgia 30248

Proposals must be received by October 4, 2013, 11:00 AM, when they will be opened in the Mayor's office in City Hall. Proposals received after the submission deadline, as determined by the clock in the Mayor's office, will not be accepted.

PROPOSAL SCOPE

Proposals shall include, at a minimum, the following information:

1. Statement of Qualification, including company history, financial information, and a list of customers. Reference list of customers shall include contact information. Financial information shall include letters of reference from banking institution, bonding capability, and credit references.
2. A lump sum price to perform the scope of work.
3. Bid bond guarantee equal to 5% of the bid price; performance and payment bonds equal to 100% of the contract price.
4. Proposed schedule to complete the scope of work. The work must be complete by February 28, 2014.
5. Acknowledgement of receipt and examination of the Bidding Documents and any Addenda.

Proposals shall be signed by an authorized Corporate Officer and shall include corporate seal. All detailed and backup documentation shall be included as a part of the proposal in a single envelope, and shall be identified by the City of Locust Grove's project number: COLG13-CDBG-1.

#### PRE-BID CONFERENCE

A pre-bid conference will be held on-site, 3644 Georgia 42, Locust Grove, Georgia 30248, on September 19, 2013, 10:00am.

#### ADMINISTRATIVE REQUIREMENTS

Construction will be funded in part by a Henry County, Georgia entitlement from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. Therefore, the selected Contractor shall adhere to all applicable federal regulations pertaining to the program. A link to the Program Manual is available at the following site: <http://www.co.henry.ga.us/cdbg/>

#### LABOR STANDARDS

The selected Contractor shall adhere to the Federal labor standards regulations- including the Davis-Bacon Act, Copeland "Anti-Kickback Act" and Contract Work Hours and Safety Standards Act- commonly known as the "Davis-Bacon and Related Acts (DBRA)."

The selected Contractor shall comply with the Georgia Security and Immigration Compliance Act (GSICA), by registering with, and participating in, a federal work authorization program (currently "E-Verify") to verify work eligibility of all new employees.

The selected Contractor shall be required to execute an affidavit attesting of its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the contractor will continue to use the federal work authorization program throughout the contract period and the contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b).

#### MBE/FBE

The selected Contractor shall complete and include with their contract the minority and women-owned businesses (MBE/FBE) participation forms, and shall submit with the contract the required information on the solicitation of MBE/FBE firms.

#### EQUAL EMPLOYMENT OPPORTUNITY

The selected Contractor shall comply with the Equal Employment Opportunity, Executive Order 11246, as amended, prohibiting discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin.

#### BASIS OF AWARD

A committee will review the proposals and evaluate them based on the following criteria, with a weighting factor as indicated. The Contractor with the highest final score shall then be recommended to the City Council for award:

- Firm reputation, experience, financial stability: 45%
- Lump Sum Price to perform the Work: 45%
- Schedule to complete the Work: 10%

Incomplete proposals, inaccurate or misleading information, unsupported claims, or the inability to provide the required bonding shall be basis for disqualification. The City of Locust Grove reserves the right to reject any or all proposals, and to waive technicalities and informalities.

#### **BIDDING DOCUMENTS**

To obtain copies of the Construction Drawings and any issued Addenda, and be added to the list of General Contractors, contact the following. Fees for documents are non-refundable:

LDI Repro Printing Center  
456 Industrial Blvd, Suite A  
McDonough, GA 30253  
770.954.1805

Electronic files of the Construction Drawings are also available on the City of Locust Grove's website: <http://www.locustgrove-ga.gov>.

Any questions regarding the Proposal and the Construction Drawings shall be directed to Tim Young, Locust Grove City Manager, [TYoung@locustgrove-ga.gov](mailto:TYoung@locustgrove-ga.gov) or 770.957.5043.

Questions shall be accepted until September 26, 2013, 10:00am. Responses to questions, in the form of Addenda, shall be made available to the list of General Contractors by September 27, 2013, 12noon.

#### **END OF REQUEST**